



June 16, 2003

The Minority Business Opportunity Committee (MBOC), a committee of the Portland Federal Executive Board, requests your nomination of an outstanding local minority business that has demonstrated excellence in one of the following categories:

- Technology
- Manufacturing/Supply
- Construction
- Services
- Professional Services

Your nomination(s) should be a minority business that is an outstanding client or has done an outstanding job performing work for your organization in the past year. Selection of award winners will be based on information provided in the nominations.

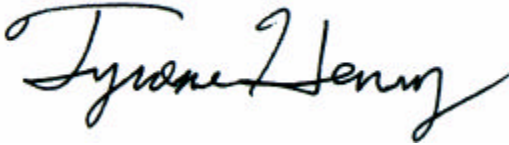
The award winners will be honored at the annual Minority Enterprise Development Week (MED Week) luncheon on October 15, 2003 at the DoubleTree Hotel-Jantzen Beach, Portland, Oregon.

The attached form is provided for use in nominating one or more businesses. In completing the form, it is suggested that you contact the business for any information you may not have. The information submitted will be held in the strictest confidence. Also, please note that your nominee(s) must be a small minority owned business headquartered in Oregon or Southwest Washington. The completed nomination form(s) is to be returned no later than August 1, 2003 to:

Minority Business Opportunity Committee
Portland Development Commission
Attn: John Classen
1900 SW Fourth Avenue, Suite 7000
Portland, OR 97201
Phone (503) 823-3667, Fax (503) 823-3368

Your commitment to and assistance in honoring minority owned business and their important contributions to our local economy is appreciated. If you have any questions about the nominations or award process, please call Mary Jo Witty, MBOC Vice Chair at (503) 326-5105 or myself.

Sincerely,

A handwritten signature in black ink, reading "Tyrone Henry". The signature is written in a cursive style with a vertical line to its right.

Tyrone Henry
Chair, Minority Business Opportunity Committee
Telephone: (503) 823-3315

2003 MINORITY ENTERPRISE DEVELOPMENT WEEK
MINORITY BUSINESS AWARDS

NOMINATION FORM

1. Company Name _____
2. Address _____
3. Chief Executive's Name & Title _____
4. Telephone _____

5. Type of Business † Technology
 † Manufacturing/Supply
 † Construction
 † Services
 † Professional Services

6. Ownership:

<u>Name/Title</u>	<u>% Owned</u>	<u>Ethnic Background</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Legal structure: ___Proprietorship ___Partnership ___Corporation
8. No. of years in business_____ No. of full-timeEmployees_____
9. Financial Summary for the Past Three Fiscal Years:

	FYE	FYE	FYE
a. Total Sales	_____	_____	_____
b. Net Profit	_____	_____	_____
c. Total Assets	_____	_____	_____
d. Total Liab.	_____	_____	_____
e. Net Worth	_____	_____	_____

10. Is the firm involved in any present or pending lawsuits? _____

Is the firm presently in bankruptcy? _____

If you answered yes to any of the above questions, please provide details, and attach to this form.

11. Brief History of business being nominated:

12. Describe any obstacles/adversities firm has overcome:

13. Describe participation in community projects, charities, etc.:

14. Describe firm's employment of disadvantaged (Minorities, disabled, etc.):

15. Describe any attributes of firm:

16. Describe any other pertinent facts about firm:

Typed or clearly printed Name of Preparer:

Signature of Preparer: _____

Name and phone number: _____

INSTRUCTIONS AND DEFINITIONS FOR NOMINATIONS

In order to be eligible for the nomination, the firm(s) must:

- Be at least 51% owned, operated and controlled by an individual or individuals belonging to an eligible minority group member as designated by Congress. Eligible minority groups are African American, Hispanic American, Asian American, Native American and Subcontinent Asian Americans
- Be headquartered within the State of Oregon or Southwest Washington (counties of Clark, Cowlitz, Skamania or Wahkiakum)
- Be a small business as defined by the Small Business Administration
- Be in satisfactory financial condition

DEFINITIONS

1. Technology

- Identify, evaluate, develop and apply new technology and applications to solve a problem or drive development of next generation

2. Manufacturing/Supply

- Transformation of material into new products; or
- Provide services incidental to the sale of merchandise

3. Construction

- Heavy Construction, Building Erection or Specialty Trades

4. Services

- Janitorial, landscaping, restaurants, retail, etc.

5. Professional Services

- A&E, accounting, consulting, design, finance, law, etc.